

7.9 Liaison Representatives

NIIF liaison representatives will act under the direction of the NIIF in terms of providing input to the non-NIIF committees/forums which they attend. Liaison representatives will only act as the medium for the transport of information between the non-NIIF committees/forums.

7.10 Issue Identification Form

An electronic copy of a blank NIIF Issue Identification Form can be found at the NIIF page within the ATIS web site at <http://www.atis.org/clc/niif/niifiss.htm>. An example of the NIIF issue identification form can be found as Attachment I.

8. DOCUMENTATION DISBURSEMENT

This section outlines the requirements for the disbursement of information that is generated in the NIIF General Session and the committee deliberations.

8.1 NIIF Operations Reference Document

The NIIF Operations Reference Document deals primarily with issues handled by the NIM and NM committees of the NIIF.

This document will be published and made available on the NIIF page within the ATIS web site no later than February 1 of the calendar year.

A draft operations document will also be available on the NIIF page within the ATIS web site which will incorporate all pertinent closed issues. The draft document will be considered to be the current working draft.

8.2 Subject Specific Documentation

Subject specific (stand alone) documentation should be published and made available immediately once an issue has gone to final closure.

When a specific issue requires the generation of a separate document, the committee addressing the issue should provide the Committee Administrator with the appropriate guidance for the placement of such information into the appropriate documentation.

9. MEETING HOST REQUIREMENTS

This section outlines the requirements for a company or group of companies when hosting a NIIF week meeting.

The hosting company representative shall contact the Moderator to discuss any questions as to the requirements of a host.

Meeting notification for NIIF meeting weeks: the hosting company should inform the participants at the General Session of their intent of the location of the meeting at least nine months prior to the event. An opportunity shall be provided for the participants to review the proposed location and express any concerns for discussion at the following General Session. If no concerns are expressed at the General Session then the location designated by the host will be accepted.

Meeting room layout shall be in class room style, and sufficient space should be provided.

Audio/video - At a minimum, the General Session and the committees meeting during that week (minus the NRRIC and NTC) will require:

- Three screens
- Two overhead projectors
- Sufficient electrical power strips for participants computers
- Sufficient table space for placement of paper documentation

In the event that committees meet in parallel, additional audio/video equipment will be required.

If equipment requirements differ from those listed above the hosting company should be notified.

Optional equipment:

- Microphones (at the discretion of the hosting company)
- VCR (when required)

Copying: Participants are responsible for providing the necessary number of copies as described in Section 7.6 of this document and absorbing such costs to obtain them. The host company and the secretarial support are not responsible for providing copy support.

Facsimile capability: The hosting company should provide a number for facsimile transmittals. Such number should be announced at the beginning of each meeting. The individual sending and or receiving facsimiles shall absorb such costs.

Emergency Notification: The hosting company shall provide to the participants a telephone number for emergency contact purposes.

Meeting Fees: A host may recourse the fees associated with hosting a meeting back to the participants. The recourse of fees shall be restricted to meeting room charges, audio/video and morning and afternoon refreshments. Fees will be assessed on a daily basis, not on a partial day or hourly rate. If the participant brings a guest, it is the responsibility of the participant to cover the guest's meeting fees or have the guest cover their meeting fees. The hosting company should not be expected to cover the costs of participant's guest(s).

Where costs are being recoured back to participants, the host shall endeavor to have such charges detailed on the participant's hotel bill for accounting requirements.

In the event that a participant of the NIIF does not have accommodations at the hotel where the meeting is being held, the hosting company may determine the appropriate means by which it may recourse the charges to such persons.

In the event that a company wishes to absorb the expenses of the meeting facilities and refreshments, the hosting company is only requested to provide the minimum amount of support as laid out in these guidelines.

Refreshments: It is suggested that the morning refreshments include coffee, fruit juice, sweet rolls, bagels and or fresh fruit. It is suggested that the afternoon refreshments include soft drinks, coffee and a light snack. Refreshments are at the discretion of the hosting company. Should a host wish to go above and beyond this recommendation, it is their prerogative, however such cost incurred should not be recoured to the participants.

Luncheon/Receptions: Should a hosting company wish to provide lunch and or a reception, it shall be at the discretion of the host and charges that are accrued for such an activity shall not be recoured to the participants.

Accommodations: The hosting company should take into consideration the cost associated with the sleeping accommodations when making arrangements for a meeting and should endeavor to negotiate the lowest costs possible. The host company should endeavor to obtain a location where data access is available to participants from their rooms.

Location: The location of a meeting is the prerogative of the hosting company and should take into account accessibility, rental car requirements, transportation provided by hotels and any other costs than can be reduced by the selection of locations. Meeting locations should not preclude the use of company property if the hosting company feels that the location could accommodate all meeting requirements .

Pre Registration: Pre Registration should be stipulated on the meeting announcement, if required.

10. VIRTUAL MEETINGS

This section provides high level concepts for Virtual Meetings. Virtual Meetings are those conducted apart from a face-to-face meeting, utilizing electronic medium. These meetings may be considered as sanctioned meetings with the same consideration with respect to procedures and guidelines as any other NIIF meeting.

Networking

To provide the opportunity for open participation, the following public communications networks should be used for conducting Virtual Meetings:

- The Public Switched Telephone Network (PSTN) for audio/video conferencing
- The Internet for data conferencing and application sharing, multicasting, and file transfer

It is assumed that NIIF participants in Virtual Meetings have access to these public networks in order to participate in Virtual Meetings.

Protocol

The use of specific protocols supporting Virtual Meetings should take into consideration the fact that participants have diverse computer operating system platforms.

The protocols recommended for use for Virtual Meetings utilize Hypertext Markup Language (HTML) and File Transfer Protocol (FTP).

11. DUE PROCESS

This section outlines the process to be followed in the event that a participant determines that they have been denied their rights in terms of being afforded Due Process in the forum deliberations.

Due Process is compliance with the CLC Principles and Procedures and the NIIF Principles and Procedures in a fair and unbiased manner.

The appeals process that should be followed in the event that a participant determines that they have been denied due process is as follows:

- Appeal to the appropriate committee Co-chairs for the determination of Due Process
- Appeal to the Moderator and Assistant Moderator for the determination of Due Process
- Appeal to the Carrier Liaison Committee (CLC) for the determination of Due Process

12. LEADERSHIP SELECTION

This section outlines the process and general principles that should be followed for the selection of leaders for the forum as well as for the Co-chairs of each of the committees.

In order to be considered for any leadership position of the forum or committees, nominees should be current participants of the NIIF. In addition, they should be familiar with the NIIF process and have experience with the specific forum/committee for which they are nominated.

12.1 Moderator Selection

The new Moderator shall be the current Assistant Moderator who shall assume the position of Moderator on January 1st. The term of service for the Moderator shall be for one calendar year.

In the event that the Moderator is unable to complete a term of service the Assistant Moderator shall immediately assume the role of Moderator for the remainder of the un-expired term.

12.2 Assistant Moderator Selection

The current Assistant Moderator shall be responsible for selecting a replacement for affirmation by a representative of each participating company at the last NIIF General Session of the calendar year. The new Assistant Moderator shall be selected from the participants of the forum. The term of service will be for one calendar year starting on January 1st of the year.

In the event that the Assistant Moderator is unable to complete the term of service the Moderator shall select a new Assistant Moderator for affirmation by the forum to complete the un-expired term.

12.3 Committee Co-Chair(s) Selection

Candidates for committee Co-Chair will be nominated by the committee representatives during the last committee meeting of that calendar year.

Co-chair nominees for each committee will be affirmed by a representative of each participating company during the last committee meeting of the calendar year. It is recommended that the Co-chairs come from different industry segments as well as from different corporate entities. The term of service shall be at a minimum of one year at which time a re-nomination shall take place or a new Co-chair shall be selected.

In the event that a committee Co-chair is unable to complete a term of office the affected committee shall select a replacement to serve the remainder of the un-expired term.

13. MEETING NOTIFICATION/AGENDA INFORMATION

Notification as to where and when the next NIIF General Session meeting week will take place shall be distributed no later than the preceding General Session meeting.

Agendas for the next NIIF General Session meeting week shall be distributed to all NIIF participants 10 days after the preceding NIIF General Session meeting and cannot be changed less than 10 days prior to the next NIIF General Session.

Participants wishing to add accepted issues to the next NIIF General Session week committee agendas should contact the Co-chairs of the appropriate committee to request an interim conference call of all participants of the committee to agree on the amendment. Once consensus has been reached to add the appropriate issue to the appropriate committee agenda the Committee Administrator will distribute the revised agenda in accordance with the time frame stated above.

NIIF interim meetings and conference call notification and associated agendas will be distributed no later than 25 and 10 calendar days respectively prior to the scheduled event.

14. FEE SCHEDULE

Cost for secretarial support, document maintenance and distribution, and other required administrative expenses shall be recovered from the participants as outlined in Attachment J.

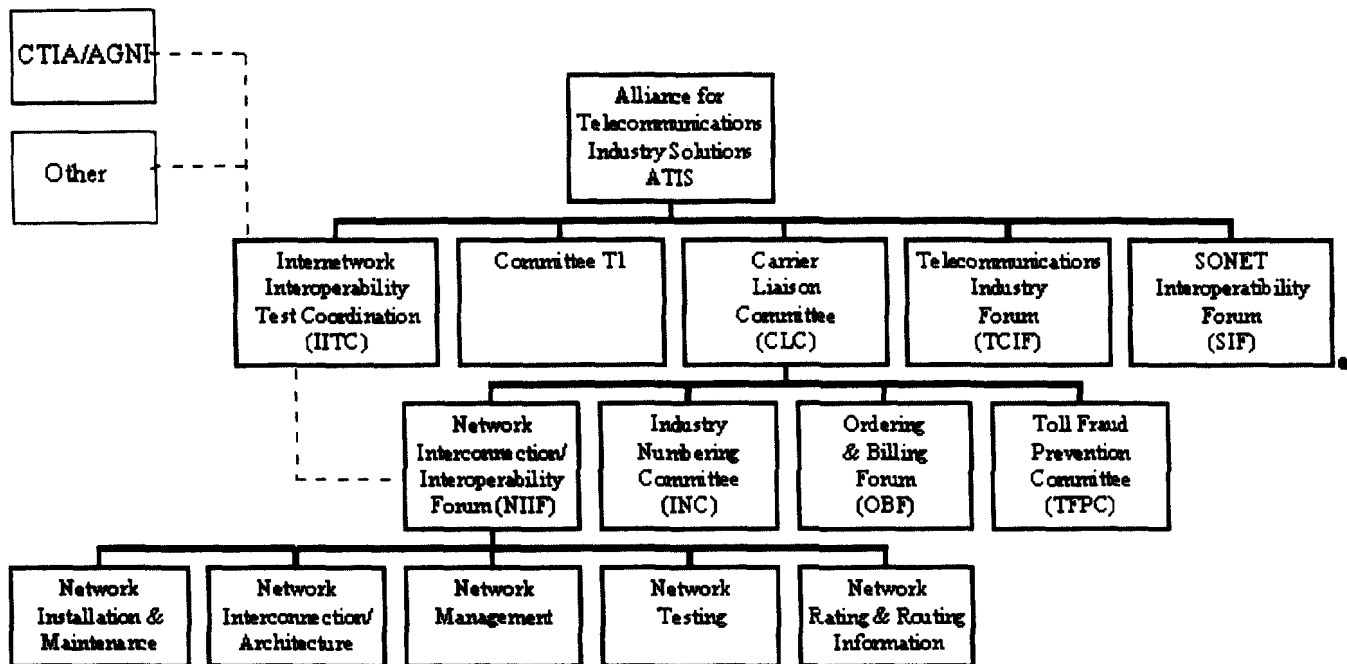
GLOSSARY OF ACRONYMS

ATIS	Alliance for Telecommunications Industry Solutions
CLC	Carrier Liaison Committee
ICCF	Industry Carrier Compatibility Forum
IILC	Information Industry Liaison Committee
INC	Industry Numbering Committee
NANP	North American Numbering Plan
NIAC	Network Interoperability Architecture Committee
NIIF	Network Interconnection Interoperability Forum
NIMC	Network Installation Maintenance Committee
NMC	Network Management Committee
NOF	Network Operations Forum
NRC	Network Reliability Council
NRRIC	Network Rating Routing Information
NRSC	Network Reliability Steering Committee
NTC	Network Testing Committee
ONA	Open Network Architecture

Attachment A

ATIS Board Approved Organization Chart

A TIS Board Approved Reorganization



Attachment B

Carrier Liaison Committee (CLC) Policies and Procedures

Carrier Liaison Committee (CLC) Policies and Procedures

**Carrier Liaison Committee (CLC)
Principles and Procedures**

Table of Contents

1.	Purpose of Document.....	1
2.	CLC Background and Overview.....	1
2.1	Background	
2.2	Overview	
3.	CLC Mission.....	2
4.	Operating Principles.....	2
5.	Organizational Structure.....	3
6.	CLC and Forum Administrative Process.....	3
6.1	Scheduling	
6.2	Location of Meetings	
6.3	Agenda	
6.4	Emergency Meetings	
6.5	Meeting Participation	
6.6	CLC/FCS Meeting Records.....	4
6.6.1	Meeting Record Guidelines	
6.6.2	Review of Secretary Notes	
6.6.3	Meeting Information Dissemination	
6.6.4	Recording of Meeting Proceedings by Attendees	
6.6.5	Minutes Committee	
6.6.6	Meeting Record Distribution	
6.7	Responsibilities.....	6
6.7.1	Carrier Liaison Committee Responsibilities	
6.7.2	FCS Responsibilities	
6.7.3	CLC/FCS Participants Responsibilities	
6.8	CLC/FCS Issues Management	8
6.8.1	Issue Introduction	
6.8.2	Issue Acceptance	
6.8.3	Issue Prioritization	

6.8.4	Issue Category Definitions	
6.8.5	Issue Closure Process	
6.8.5.1	Initial Closure (If Used)	
6.8.5.2	Final Closure	
6.8.6	Timely Resolution of Issues	
6.8.7	Consensus	
6.8.8	Implementation of Resolutions	
6.8.9	Issues Requiring Expedited Handling	
6.8.10	Liaison with Industry Bodies	
6.8.11	Issues with Business Implications	
6.8.12	Regulatory/Public Policy Issues	
6.8.13	Issue Tracking System	
6.8.14	FCS Appeal Process	
6.9	No National Agreement (NNA) Issue Disposition.....	14
6.9.1	Declaration of NNA Status	
6.9.2	Procedures for Reference to the Carrier Liaison Committee	
6.9.3	Documentation & Presentation	
6.9.4	CLC Action Alternatives	
6.9.4.1	Remand to Originating Forum	
6.9.4.2	Declaration of Final NNA	
7.	CLC and Forum Leadership.....	16
7.1	Selection Process and Terms of Office	
7.1.1	CLC Chair and Vice Chair	
7.1.2	Forum Moderators and Assistant Moderators	
7.2	Leadership Responsibilities and Attributes.....	17
7.2.1	CLC Chairperson Responsibilities	
7.2.2	CLC Vice Chairperson Responsibilities	
7.2.3	Forum Moderator Responsibilities	
7.2.4	Forum Assistant Moderator Responsibilities	
7.2.5	Secretary Responsibilities	
8.	Communications.....	20
8.1	CLC/FCS Internal Communications	
8.2	CLC/FCS External Communications	
8.3	Press Releases/Media Relations	

9 Documentation.....22

9.1 CLC Procedures

9.2 CLC Forums New Participant Training Package

9.3 CLC Brochure

Carrier Liaison Committee (CLC) Principles and Procedures

1. Purpose of Document

The purpose of this document is to describe the established principles and procedures which apply to the Carrier Liaison Committee (CLC) and all of its sponsored Forums, Committees/Workshops, Subcommittees (FCS) or any other activity which takes place under the auspices of the CLC.

2. CLC Background and Overview

The following sections provide background information and an overview of the CLC.

2.1 Background

Proposed by the Alliance for Telecommunications Industry Solutions (formerly ECSA) in 1984, and endorsed by the Federal Communications Commission (FCC) in 1985, the CLC was established in response to an industry need for coordination and resolution of issues for the provision of exchange access and telecommunications network interconnection.

2.2 Overview

The CLC is an executive oversight committee which provides perspective, direction and an appeal process for its subtending Forums, Committees/Workshops and Subcommittees (FCS). The FCS are the primary organizations to address and resolve issues pertinent to their respective missions. The CLC does not typically become directly involved with the ongoing routine operations of the FCS or act as an arbitrator for the "final resolution" of specific issues. When issues are received at the CLC level, they are either referred to the appropriate FCS or worked by the CLC or a new FCS.

In addition, the CLC provides guidance on any and all issues which the various FCS determine warrant review by the CLC due to the complexity of the issue and controversies brought about by differing views of participants. This includes acting expeditiously on any issue declared as "No National¹ Agreement" (NNA) by one of its subtending FCS.

¹ The terms 'industry-wide' and 'national' are used in this document. The terms should be considered interchangeable.

The CLC and its associated FCS provide an arena for discussion and resolution of numerous issues affecting the provision of exchange access and telecommunications network interconnection. The voluntary implementation of resolutions achieved in the forum process fosters consistency which can lead to cost savings for systems, as well as minimize costs for staffing and training efforts. Benefits accrue to telecommunications providers and users from having compatible systems, methods and procedures.

The CLC ***Principles and Procedures*** are intended to provide a consistent baseline process, so as to permit the CLC itself and the management of any participating entity to understand the status of an issue brought to any FCS regardless of the particular FCS involved. In addition, this process ensures that the principles and operating practices will be consistent. In some situations, the CLC's subtending FCS have established additional procedures to accommodate their own unique needs. However, no such procedure may conflict with these ***CLC Principles and Procedures*** without explicit review and approval by the CLC.

3. CLC Mission

The CLC provides mechanisms for identification, discussion and voluntary resolution of industry-wide concerns regarding the provision of exchange access and telecommunications network interconnection within the North American Numbering Plan (NANP) area.

4. Operating Principles

The CLC and its subtending FCS shall:

1. Afford all parties the right to be heard and to have their views and concerns considered.
2. Be free from dominance by any participant, interest group or industry segment and conduct activities in a fair and unbiased manner.
3. Support the evaluation and acceptance of issues and development of resolutions based on their merit.
4. Reach resolution of issues in a timely, efficient and effective manner and continuously seek to improve on process and/or organizational structure.
5. Recognize that broad and consistent implementation of a consensus resolution is a fundamental expectation and reason for the existence of the CLC. However, resolutions are not binding and any entity's decision to implement a resolution is solely at that entity's discretion.

5. Organizational Structure

The primary means by which the CLC meets its responsibilities is through the following associated Forums. These Forums, as well as any ad-hoc organizations reporting directly to the CLC, are open to all interested parties.

Industry Numbering Committee (INC)

The INC provides an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of numbering resources and related dialing considerations for public telecommunications within the North American Numbering Plan (NANP) area.

Network Interconnection/Interoperability Forum (NIIF)

The NIIF provides an open forum to encourage the discussion and resolution, on a voluntary basis, of industry-wide issues association with telecommunications network interconnection and interoperability which involve network architecture, management, testing and operations and facilitates the exchange of information concerning these topics.

Ordering and Billing Forum (OBF)

The OBF provides a Forum for customers and providers in the telecommunications industry to identify, discuss and resolve national issues which affect Ordering, Billing, Provisioning and exchange of information about access services, other connectivity and related matters.

Toll Fraud Prevention Committee (TFPC)

The TFPC provides a working forum to identify issues involving fraud, pertinent to the telecommunications industry and to discuss and develop resolutions for voluntary implementation by the industry.

6. CLC and Forum Administrative Process

The following sections discuss the administrative processes used by the CLC and its associated Forums. This includes meeting schedules, agendas, locations and meeting records (meeting minutes and notes), the responsibilities of the CLC and FCS, issue management and the disposition of issues in a "No National Agreement" status.

6.1 Scheduling

CLC meetings are held three times per year during the January, May and September timeframes. The frequency of FCS meetings shall be at the discretion of the participants.

Appropriate consideration shall be given to scheduling CLC/FCS meetings in order to minimize conflicts with other related industry meeting schedules.

6.2 Location of Meetings

CLC: Two out of the three CLC meetings scheduled during the year must be held in the Washington, D.C. area in order to facilitate FCC attendance. The host company for the meeting held outside of the Washington, D.C. area will be responsible for choosing the meeting location.

FCS: The host company for meetings will be responsible for choosing the location for meetings.

The first choice for CLC/FCS meeting locations should always be in or near a major airport hub city.

6.3 Agenda

Agenda items should be provided to the CLC/FCS Secretary no less than 30 calendar days prior to a scheduled meeting. This will allow sufficient time to distribute the items to industry participants to better ensure appropriate representation at the forthcoming meeting. During agenda setting conference calls (when held), discussion should be limited to the establishment and clarification of agenda items.

6.4 Emergency Meetings

Occasions may arise when normal CLC and FCS schedules will not support urgent business needs. When the need exists, the CLC/FCS leadership shall convene an emergency meeting.

6.5 Meeting Participation

When scheduling CLC/FCS meetings, every attempt should be made to allow maximum attendance by those desiring to participate while balancing the need to address issues in a timely manner. When meetings/conference calls take place, the concept of quorums should not be applied to determine appropriate meeting participation. Since due process is followed by the CLC/FCS, all meeting announcements and related information are provided on a timely basis and there

are no CLC/FCS membership requirements, the use of quorums is not appropriate. However, there shall be some discretion on the part of CLC/FCS leadership and attendees on whether to proceed with an activity in circumstances where there may be insufficient attendance or representation at such activity.

6.6 CLC/FCS Meeting Records

The CLC/FCS shall publish fair, objective and unbiased meeting records and ensure they accurately reflect the activities, resolutions and action items which resulted from meetings.

During the meeting, any participant shall have the right to have specific comments included in the meeting record which are related to the discussion of the issue, consistent with Section 6.6.3. In like manner, any participant may include other submitted material related to the issue under discussion in the meeting record. Dissenting opinions provided in writing from any participant shall be included as attachments to the meeting record. The meeting record is available from the CLC/FCS secretary to all interested parties in accordance with established procedures. The secretary shall add any interested party's name to the appropriate mailing list upon request. The use of real time process to produce the meeting record is optional but encouraged.

6.6.1 Meeting Record Guidelines

The meeting record should include at a minimum:

- Corrections from the previous meeting record;
- Points noted/alternatives discussed including opposing viewpoints;
- Agreements reached;
- Identification of issues moving to initial/final closure or "No National Agreement" status;
- Action items;
- If not available at the meeting, participant reports (may include participants' implementation plans, if provided); participants' contributions, statements, documents, activities specifically requested to be recorded by any participant and other reference material relevant to the issues discussed.

Additional administrative data to be included:

- Date(s), location, Forum Moderators, Co-Chairpersons, secretary, hour of meeting opening and adjournment
- Attendance list
- Approved agenda
- Future meeting schedule

6.6.2 Review of Secretary Notes

At the conclusion of a major topic and/or during breaks, any participant shall be granted 'real time' review of the secretary's notes (e.g., view graphs, recap, review of secretary's notes, one-on-one). Copies made of notes, etc., will be made at the expense of the requestor.

6.6.3 Meeting Information Dissemination

Information relevant to forthcoming meetings shall be disseminated prior to meetings using one or more of the following:

- Electronic bulletin board
- Electronic mail
- US Mail or commercial express mail
- Facsimile
- Other electronic medium

6.6.4 Recording of Meeting Proceedings by Attendees

Meeting attendees are not to produce verbatim meeting records without the advance consensus of the CLC/FCS.

6.6.5 Minutes Committee

The need for a minutes committee shall be determined by the CLC/FCS. When a minutes committee is formed, it shall be comprised of the leadership (CLC and/or the FCS), secretary and any participant requesting to be included in the meeting record review. The minutes committee's function is to agree on draft meeting record prior to the secretary's distribution to the respective CLC/FCS.

In the absence of the minutes committee agreement, the secretary will insert all input to the meeting record received from the minutes committee members in the sections under dispute.

6.6.6 Meeting Record Distribution

The draft meeting record should be distributed to the CLC/FCS within 20 business days after the conclusion of a meeting. As a general matter, the meeting record should be reviewed at the next meeting of the CLC/FCS for approval. Revised meeting records should be included with the record of the meeting at which they were approved. If the revisions to the draft meeting record

are minimal, only the revised pages will be re-issued. The revised pages shall be noted as revisions to the draft meeting record (i.e., revision to draft meeting record dated 00/00/00).

6.7 Responsibilities

These sections discuss the responsibilities of the CLC, the FCS and the CLC and FCS participants.

6.7.1 Carrier Liaison Committee Responsibilities

It is the responsibility of the CLC to:

- Develop and maintain an appropriate mission statement.
- Provide an effective arena (Forums, Committees, etc.) for the discussion and voluntary resolution of issues affecting the provision of exchange access and telecommunications network interconnection. This includes the establishment, reorganization and dissolution of the aforementioned groups.
- Refer matters to an existing FCS, as appropriate. When an appropriate group does not exist, establish mechanisms to address industry issues.
- Review and confirm recommendations for Forum Moderators. The CLC shall ascertain that candidates have previous forum and industry experience and have the necessary commitments from their respective companies to carry out their duties.
- Monitor Forum activities to verify compliance with CLC Principles and Procedures. This is typically accomplished by the review of Forum reports and external correspondence at CLC meetings.
- Monitor the work and progress of the Forums' issues and facilitate their resolution (e.g., No National Agreement process - Section 6.8).
- Handle appeals from participants who believe they have been or will be adversely affected by an action or inaction by an FCS in accordance with Section 6.7.14.
- Assist Forums with coordination of meeting dates.

6.7.2 FCS Responsibilities

It is the responsibility of the FCS to:

- Develop and maintain an appropriate mission statement.
- Develop consensus recommendations and agreements for issues assigned the full CLC or for issues directly raised by participants in the FCS.
- Comply with the principles and procedures of the CLC and conduct their activities within their defined mission and scope.
- Review and approve all meeting records and ensure that they accurately reflect activities, agreements, resolutions and action items which result from FCS meetings, conference calls or other activities.
- Approve reports to the CLC on all activities, recommendations and resolutions.
- Approve internal and external liaisons.
- Establish Committees, Subcommittees, Workshops, Task Forces, etc., as necessary.
- Ensure that all Committees, Subcommittees, Workshops, Task Forces, etc., have the opportunity to be co-chaired by different industry segments.

6.7.3 CLC/FCS Participants Responsibilities

It is the responsibility of the CLC/FCS participants to:

- Be familiar with and understand the process and procedures used by the CLC/FCS.
- Be cognizant of and be prepared to address significant issues and help identify areas for possible solutions.
- Be recognized by the Forum Moderator, Committee or Subcommittee Chair or Designates before speaking.
- Refrain from statements, comments or actions that could be potentially offensive to any participant.

- Refrain from attacking a participant's motives.
- Confine remarks to the merits of the pending question or issue.
- Refrain from speaking adversely on a prior action or issue not pending.
- Refrain from disturbing the meeting.
- Recognize and be sensitive to antitrust laws.

6.8 CLC/FCS Issues Management

The following sections address issue introduction, acceptance and implementation of issue resolutions. Also, a discussion concerning business issues, regulatory issues and issues that require expedited handling is included.

6.8.1 Issue Introduction

An issue must be introduced to the CLC or FCS before it can be formally accepted and any substantive discussion and activity can occur. The issue may be introduced through any of the following means:

- Written request to the CLC/FCS Chair/Moderator or Secretary;
- Agenda setting conference call (if used by the CLC or FCS to which the issue would be brought); or
- Raised at a meeting of the CLC or FCS under New Business.

The following information must be provided in order to introduce an issue for consideration by the CLC or any FCS. The submission will contain, at minimum, the following information:

Issue Originator's Input

1. Title
2. Issue statement (a description of the issue to be addressed)
3. Originator's identity and the Forum, task force, committee or subworking group to which the issue is to be presented
4. Proposed resolution or action sought

Originators may provide an expected time frame for resolution of the issue (e.g., 6 months/1 year/2 meetings/3 meetings).

The issue originator is encouraged to include all relevant information which will assist participants in understanding the issue to be considered and the resolution requested. The successful resolution of issues is directly affected by the breadth of the information accompanying the issue and the clarity with which it has been communicated.

6.8.2 Issue Acceptance

All issues that meet the CLC/FCS mission statement and issue acceptance criteria (Attachment 1) should be accepted. The following input may be added to the issue form, when available, once an issue has been accepted.

1. Date on which the issue was accepted by the FCS
2. Issue number assigned by the Forum, task force, committee or subworking group for issue identification and tracking.

An issue will not be accepted, worked and placed in final closure at the same meeting.

6.8.3 Issue Prioritization

The order by which issues are prioritized and worked will be determined by CLC/FCS consensus.

6.8.4 Issue Category Definitions

An issue category will be assigned and kept current by the CLC, Forum, task force, committee or working group in order to track the status of the issue. The categories that may be used are listed below.

Active: An issue which has been accepted and is currently being addressed by the CLC/FCS.

Initial Closure: The CLC/FCS has completed its work and is serving notice to the industry that the issue is moving to final closure.

Tabled: An issue which has been addressed to some degree by the CLC/FCS but is inactive awaiting further information.

Referred: An issue which was considered by the CLC/FCS to be more appropriately addressed by another body and was therefore referred to that body.